



## City of Kansas City, Missouri Job Class Specification

**Job Title:** ASSISTANT LABORATORY MANAGER      **Department:** WATER  
**Job Code:** 4004      **Status:** EXEMPT      **Grade:** ME-F

### Summary

This is supervisory and professional laboratory work in the performance of advanced and complex chemical, bacteriological and physical tests.

Work involves responsibility for supervising and personally performing as warranted specialized and complex chemical analyses of raw and treated water and sewage samples, and other related materials. Work also involves the set up and operation of specialized instrumentation and the development and modification of procedures and methods. An employee of this class exercises independent judgment in assigning tasks to subordinates, interpreting test results, preparing reports and establishing examination priorities. Work is subject to technical review through conferences and the evaluation of reports.

### Duties and Responsibilities

- Oversees the development of efficient sampling and analyses schedules, as well as the development or revision of standard operating procedures and testing methods.
- Responsible for the quality assurance program and compliance with State and Federal regulations; ensures reliability of data and the maintenance of Laboratory certification.
- Reviews and evaluates the work of professional and support personnel assigned to the Laboratory.
- Reviews and examines test results, monitors the conduct of analytical procedures and ensures the accuracy of both manually generated and computerized data.
- Gathers and compiles data for inclusion in various reports for submission to management or regulatory agencies; prepares reports, memos, and correspondence using computerized software applications.
- Reviews scientific literature and publications to keep abreast of the current technical and regulatory developments; evaluate laboratory instrumentation and equipment; makes recommendations or writes specifications for purchase of new equipment.
- Oversees and manages appropriate responses to customer concerns about water quality; monitors and reports on the frequency and distribution of consumer calls; makes recommendations as needed to respond accurately to customer needs.
- Performs related duties as required.

**Technical Skills**

Thorough knowledge of:  
The current principles and practices of bacteriology and chemistry, particularly as applied to water and sewage analytical laboratory work.  
Standard water and sewage laboratory practices, methods, techniques and terminology.  
The sources of information and of current literature and research developments in the field of analytical chemistry.  
Regulations governing Public Drinking Water, Wastewater treatment, and Laboratory Certification

Ability to:  
Perform complex chemical analysis and set up and operate advanced laboratory instrumentation.  
Understand and follow oral and written instructions, formulas and charts.  
Supervise and instruct technical assistants in laboratory work and to maintain the work flow and standards of the laboratory.  
Evaluate technical data and prepare scientific research reports.

**Education and Experience**

Accredited Bachelor's degree with major course work in an environmentally related field such as Environmental Science, Chemistry, Biology, Microbiology, Environmental Studies or related sciences and four (4) years performing environmental analyses with a minimum of one (1) year at a supervisory level.

Or

An equivalent combination of experience and education.

**Certificates/  
Licenses/Special  
Requirements**

- May be required to pass a preemployment drug screen
- Wastewater Analyst Certification through Missouri Water Environment Association or equivalent state certification

**Supervisory  
Responsibility**

Supervision is exercised over a laboratory unit.

**Supervision  
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created** 07/07  
**Revised** 5/11